

COMMITTEE ON CRIMINAL JUSTICE
Rules of Procedure
(In Addition to the House Rules of Order, Revised Statutes, and Constitutional provision)

I. Meetings; Location & Time

Committee meetings shall be held in House Committee Room Number 6, unless another room is designated by the chairman. Meetings shall convene at 9:30 a.m. and continue until recess or adjournment. The committee will meet on Wednesdays and Thursdays in accordance with the Rules of Order of the House.

II. Quorum

If no quorum has been obtained within 30 minutes immediately following the posted time of the meeting, the meeting will adjourn until a time set by the chairman, or in his absence, the vice-chairman. All scheduled bills will be carried over until the next meeting of the committee.

III. Committee Decorum

A. No person other than legislators or legislative staff may come on the platform where the committee members are seated.

B. Any person presenting a bill on behalf of the author, other than another legislator, shall obtain and deliver to the committee secretary written authorization containing the date, bill number, presenter's name, and the author's signature.

C. No person shall be allowed to address the committee without first signing and delivering to the committee secretary a witness card stating his name, agency, organization or other interest represented, and the bill number for which he is appearing. The witness card shall also indicate whether the person is appearing (1) in support of the instrument or item being considered; or (2) in opposition to the instrument or item being considered; or (3) for informational purposes only. All testimony shall be delivered from the witness table after being recognized by the chairman.

D. All handouts for presentation to the committee shall be of sufficient number for distribution to each committee member, two staff members, and the committee secretary. All handouts shall, at the beginning of each meeting, be delivered to the committee secretary for numbering and distribution if necessary. In addition, all documents, materials, exhibits, or handouts (except copies of statutes and court decisions) delivered to the committee secretary shall bear the name and address or telephone number of the person submitting the document and, if possible, the name of the person preparing said document.

E. No person, other than a legislator, staff member, or sergeant at arms may enter the committee room with an automatic paging device or cellular mobile telephone unless such communication device is turned off or all sounds emanating therefrom are muted.

IV. Authorization to Present Instrument

Any person, other than another legislator, presenting a bill on behalf of the author, shall first obtain and deliver to the committee secretary written authorization containing the date, bill number, presenter's name, and the author's signature.

V. Witness, Testimony, and Documentation

A. No person shall be allowed to address the committee without first signing and delivering to the committee secretary a witness card stating his name, agency, organization or other interest represented, and the bill number for which he is appearing.

B. All testimony shall be delivered from the witness table after being recognized by the chairman. Prepared statements, in accordance with House Rule 14.33, may be submitted to be filed in the committee records.

C. All handouts for presentation to the committee shall be of sufficient number for distribution to each committee member, two staff members, and the committee secretary.

VI. Voting

A. During a roll call vote, each member must cast his vote when his name is called and the committee secretary must repeat the member's vote as either "yea" or "nay".

B. No member may withhold his vote or "pass" unless, in his discretion, he was not present for part of the testimony or committee discussion sufficient to make an informed decision;

or he has declared a conflict of interest and recused himself from the proceeding regarding the matter in controversy.

VII. Amendments

Requests to staff for review, preparation, and/or copying of amendments shall be made prior to the meeting as early as possible and shall be subject to authorization by a House member. Lengthy or complicated amendments shall be requested or prepared and delivered to staff at least twenty-four hours in advance of the meeting. If such amendments are not submitted to the staff in a timely manner, the chairman may refuse the amendments and proceed with the hearing of the instrument or defer action on the instrument and order that it be rescheduled.

VIII. Motions

It is within the discretion of the chairman to entertain motions while testimony is pending.

IX. Hearing Procedure

All speakers shall conduct themselves in a decorous manner. The person who proposes legislation is encouraged to limit his opening and closing presentations to ten minutes each. Persons speaking on the proposed legislation are encouraged to limit their presentations to five minutes each. Committee members are also encouraged to limit their questioning, discussion, and comments as may be necessary to enable the committee to proceed with its business. At the discretion of the chairman, time limitations may be waived or imposed in order to completely and efficiently address each item on the agenda. Unless otherwise determined by the chairman, instruments on the agenda will be heard under the following procedure:

1. Determination of the necessity of a fiscal note.
2. The author or his designee shall be heard on the instrument. Thereafter, committee members may question the author on the legislation. No legislation shall be taken up in absence of the author, co-author, or written consent of the author.
3. Proponents of the legislation shall be heard in the order in which they submitted witness cards to the committee secretary, followed by questions by committee members.
4. Opponents of the legislation shall be heard in the order in which they submitted witness cards to the committee secretary, followed by questions by committee members.
5. Amendments submitted by the author shall be considered before other amendments. Otherwise, amendments shall be considered in the order submitted.
6. Discussion and comments by committee members only.
7. Closing or rebuttal by the author; questions by the committee members at the discretion of the chairman.
8. Motions relative to reporting the instrument.
9. Motions relative to placing the instrument on the consent Calendar.

X. Bills of the same or substantially similar content

When the House has referred multiple instruments of the same or substantially similar content to the committee, the committee may report one instrument which reflects the determination of the committee on that subject and may defer action on all other instruments containing the same or substantially similar content.

XI. Time limitations

At the discretion of the chairman or upon majority vote of its members, the committee may adopt time limitations on members or witnesses, or both.

XII. Committee Rules

The Rules of Order of the House govern all questions of committee procedure. In the absence of an applicable House Rule, these Committee Rules shall govern. All other questions shall be decided by the chairman, who may consult Mason's Manual of Legislative Procedure.